



# PURCHASE ORDER

**PO Number: 303-2-0044**

*Requisition Number: 303-2-00083*

**Order Date: 8/26/2021**

**Released**

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,  
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

**IF INVOICE IS MAILED, DELAYS MAY OCCUR.**

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

## Delivery Location

Bolm Road Warehouse  
Federal Surplus Property Program  
Attn: Elyzabeth Perkins  
6506 Bolm Road  
Austin, TX 78721

**Show numbers on all papers and packages**

## Referenced Source or Vendor

12634889476  
COUNTY JUDGES AND COMMISSIONERS ASSOCIATION OF  
TEXAS  
500 CHESTNUT ST STE 2000  
ZacPubs  
ABILENE, TX 79606  
Amy Drennan  
Phone:325-673-4822 x121, Fax:325-677-2631  
adrennan@zacpubs.com

Print Advertisement in Association Publication.

Price Per Attached Insertion Order #18110 Dated 04/08/2021.

## Description

TFC Contact:  
Elyzabeth Perkins  
512-463-9709

## Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Half page horizontal advertisement package in County Judges and Commissioners Association of Texas' print/digital publication "Texas County Progress".	1	Each	\$1,350.00	7/21/2021	12/21/2021	\$1,350.00

**NIGP Class:** 915

**NIGP Item:** 71

**Object Class:** 7281

**Reimbursement Type:** Not Reimbursable

**Notes:** This is a continuation of a contract we entered into in March

2021. Artwork was submitted 8-10-21 for September 2021 issue.  
They accept POs and credit card payments.  
Payment is due within 30 days of being published.  
Package includes ad in magazine, newsletter, and website. Regular price for package = \$1,665. Discounted price for running 3-ad packages = \$1,350 each.  
Issue Dates: July 2021, Sept 2021, December 2021.  
Will create new requisition for each ad run.

\*\*FISCAL: Split between org codes:

Org Code: 0317 - \$675.00

Org Code: 0319 - \$675.00

**Grand Total \$1,350.00**

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

<b>Agency</b>	TFC
<b>Fiscal Year</b>	2022
<b>Division</b>	Executive
<b>Program</b>	Surplus Property - Federal/State
<b>Phone</b>	5124639709
<b>Org Code</b>	0319 - F S P Fort Worth
<b>Type of Purchase/PCC Code</b>	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
<b>Work Order Number</b>	n/a

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

#### Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable ) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

**FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.**

#### TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: \_\_\_\_\_

Jordan, Michelle - CTCD,

**(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)**

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[.\(Show Terms And Conditions...\)](#)